

	JUSTICE AND PUBLIC SAFETY CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	AUTHORITY and REFERENCES:
CHAPTER: Health and Safety Services		AUTHORITY:
SUBJECT: Control of Hazardous Materials in Central Office		KRS 15A.065
POLICY NUMBER: 428.1		
TOTAL PAGES: 2		
EFFECTIVE DATE: 4/4/2014		
APPROVAL: A. Hasan Davis		, COMMISSIONER

I. POLICY

In order to ensure the safety of Central Office staff and visitors, control shall be maintained of the procurement, use, storage and inventory of all flammable, toxic, caustic, and other hazardous materials.

II. APPLICABILITY

This policy shall apply to the DJJ Central Office.

III. DEFINITIONS

Reference DJJPP 400.

IV. PROCEDURES

A. Flammable, toxic, caustic (FTC) and other hazardous materials shall be maintained in the following manner:

1. Materials under the control of building management, other tenants, or contract cleaning staff in a leased building occupied by DJJ personnel shall not be the responsibility of DJJ.
2. Staff shall keep possession of individual containers of FTCs to a minimum.
3. Staff shall seek approval from Construction and Real Properties Branch staff before purchasing FTCs or other hazardous materials containing multiple units to be introduced into the Central Office area. Such materials, if flammable, shall require storage in a fire rated cabinet in a designated storage area(s). If non-flammable, such materials shall require storage in the designated storage area(s).
4. The Fire Safety Officer (FSO) shall ensure that there are Material Safety Data Sheets (MSDS) for all FTCs and hazardous materials requiring storage in the designated storage area(s).
5. A perpetual inventory sheet shall be kept for each FTC or hazardous material requiring storage.

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6. Substances that are labeled “Keep Out of Reach of Children”, “May be Harmful if Swallowed” and have a MSDS hazardous rating zero (0) or one (1) for health, flammability and reactivity do not meet the definition of FTC material and are not required to be stored or inventoried as such.
7. Personal hygiene products shall not be considered an FTC or hazardous material when applying this policy.

V. STAFF TRAINING

Central office staff shall document their yearly review of the contents of this policy and procedure.

VI. MONITORING MECHANISM

- A. The FSO shall monitor the control of Central Office hazardous materials by conducting monthly inspections.
- B. The Quality Assurance Branch shall conduct an annual Central Office monitoring which includes hazardous material practices.